

***SARATOGA COUNTY DEPARTMENT OF
PUBLIC WORKS
AUTOMOTIVE PARTS TECHNICIAN***

SALARY: \$18.8159-25.5569/HOUR PLUS EXCELLENT BENEFITS

At the present time there is one vacancy in the Department of Public Works.

This work involves responsibility for procuring and issuing most automotive/heavy equipment parts and materials used by the Department of Public Works. Timely placement and follow-up on purchase orders is an essential requirement of this position. This position is also required to do routine clerical and manual work involved with services provided by a stockroom in a public works department. Work is performed according to prescribed policies and procedures. This position is under the general supervision of the General Highway Supervisor. The incumbent in this position may be assigned to drive various vehicles in the department as qualified and as needed.

MINIMUM QUALIFICATIONS:

- A. Completion of a vocational trade school with concentration in automotive repair/technology and three (3) years experience in storing, issuing or selling automotive parts and tools; OR
- B. Graduation from high school or possession of a high school equivalency diploma and five (5) years experience in automotive repair or in storing, issuing or selling automotive parts and tools.

SPECIAL REQUIREMENTS: Eligibility for a Commercial Drivers License issued by the New York State Department of Motor Vehicles. Possession of license at time of appointment

SUBMIT RESUME TO:

John J. Kalinkewicz, Director of Personnel
Saratoga County Personnel Department
40 McMaster Street
Ballston Spa, New York 12020

Position may be filled provisionally pending results of a Civil Service examination to be scheduled at a later date.

Applications accepted until selection is made.

“An Equal Opportunity Employer with an Affirmative Action Program”

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